



## Spotlight 29 Casino



**Job Title:** Beverage Server  
**Department:** Food and Beverage  
**Job Type:** Part Time  
**Status:** Non-Exempt  
**Summary:**

Serve alcoholic and non-alcoholic beverages to guests. This task will be handled in a friendly, courteous, helpful, timely and professional manner resulting in a high level of guest satisfaction.

### ***ESSENTIAL DUTIES AND RESPONSIBILITIES:***

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement to be the premier entertainment experience in the Coachella Valley and the High Desert.
- Walk assigned area offering drinks (soft drinks and hot beverages) to guests in a friendly manner.
- Correctly handling cash credit and comp procedures.
- Count and verify all cash exchanges to customers.
- Reconcile and complete all required daily reports.
- Assist in the preparation of daily bank deposits.
- Observe guests to respond to any additional requests.
- Stock station with all necessary cups, straws, napkins, ice and other items needed.
- Keep beverage-dispensing system full by having empty boxes of syrups changed for service of soft drinks.
- Keep beverage-dispensing system and storage areas clean and free of debris.
- Keep station areas clean and organized for ease of service.
- Help keep the work area clean and free of trash and debris.
- Keep all equipment thoroughly clean, and notify management of any repairs needed.
- Take beverage orders and enters it into Info-genesis.
- Collect order from Bartender, pay Bartender, add appropriate garnish, place on tray, and serve to patrons with cocktail napkins.
- Collect payment from patron(s).
- Request identification from customers when legal age is questionable.
- Ensure compliance with all Minimum Internal Control Standards (MICS) as well as all Tribal Internal Control Standards (TICS)
- Must follow all safety policies and procedures and attend all scheduled safety meetings and training as a condition of employment.
- Perform any other duties that may be assigned from time to time.

### ***SUPERVISORY RESPONSIBILITIES:***

This job requires no supervisory responsibilities.

### ***EDUCATION AND EXPERIENCE:***

- Must possess a high school diploma or equivalent.
- No prior experience required. Prior hospitality experience preferred.

**REQUIREMENTS:**

- Must pass pre-employment and periodic random drug screens
- Must pass pre-placement physical
- Must obtain a Food Workers Certificate
- Must be able to pass background suitability investigation
- Must obtain a Tribal Gaming License
- Must provide proof of eligibility to work in the United States within 72 hours of employment

**WORK ENVIRONMENT:**

- The Casino is open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all shifts.
- The Casino is a gaming facility.
- The Casino is not a smoke-free environment.
- While performing the duties of this Job, the employee is frequently exposed to vibration. The noise level in the work environment is usually loud.
- Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout the facility on a 24-hour, 7- day per week basis.